

June 21, 1999

From: Bob Minnear

Subject: Joe Patten's compensation

Confidential

Dear Bob:

I have received the following information from Bob Burnett regarding Joe's compensation.

His current annual salary is \$43,500 and his salary increase last year was \$1,500. Bob B. told me that the average salary increase this year was closer to 3.5% than it was to 4%, which is the number I had heard earlier. Obviously some got more and some less. If we use 3.5%, the increase would be \$1,523, or \$45,023, which probably should be rounded to \$45,000 or \$45,100. If we use 4%, the increase is \$1,740, which would be a new salary of \$45,240, which I would round to \$45,250.

I am agreeable with either amount or any other amount, within reason, and will defer to the collective superior wisdom of the Executive Committee, sans Joe Patten, of course.

Please present this to the Executive Committee in July and then communicate it to Bob Burnett, so he can make the appropriate salary adjustment, retroactive to July 1, 1999. He will request something in writing from you to provide documentation for his files.

Thanks for handling this in my absence and also for bringing the matter to my attention. Believe me, I do not forget this each year intentionally. It is just galloping (not creeping) senility. Look forward to seeing you in August.

Best regards,

Bob

A handwritten signature in blue ink, appearing to be 'BM' or 'Bob Minnear', written over the printed name 'Bob'.